

# party **planning** worksheet

occasion:

who (guest list)

_____	*	_____	*
_____	*	_____	*
_____	*	_____	*
_____	*	_____	*
_____	*	_____	*
_____	*	_____	*

what (theme)

where (place)

when (time and date)

food and drink

_____	*	_____
_____	*	_____
_____	*	_____

games and activities

_____	*	_____	*
_____	*	_____	*
_____	*	_____	*

favors

_____	*	_____	*
_____	*	_____	*

order of events

_____
_____